

**BART Agreement Number: 6M8142**

**Approval Date: 12/12/23**

**Work Plan No. B.50-01 Project Management and Project Management Support for BART Track, Civil and Structural Projects**

**Scope:**

The overall project scope will focus on 1) Project Management of track, civil and structures projects and 2) Project Management Support track projects and 3) Graphic Design support for ad hoc request.

**1) Project Management for Track, Civil and Structures Projects**

Scope of services for the Project Manager includes:

- Perform day-to-day project management responsibilities for multi-disciplinary projects in varying stages of planning, design, procurement, or construction.
- Measure project performance using appropriate systems, tools and techniques.
- Facilitate project progress meetings. Take and/or review meeting minutes and action items captured during meetings and distribute meeting minutes.
- Track, review and update project schedules based on input from design teams and other stakeholders.
- Review project deliverables for completeness and route the deliverables to BART reviewers and Subject Matter Expert (SME). Collect all comments from reviewers and SME by the due date and distribute to the deliverable originators.
- Coordinate with various discipline leads, project teams, contractors, subcontractors, external parties as required for successful and timely execution of project milestones.
- Lead in the development and manage updates of Project Management Plan, Risk Management Plan, Estimate to Complete, Monthly Project Update and other status reports.
- Review work assignments completed by the Project Management Support for completeness and correctness.
- Report issues and escalate to management as needed.
- Respond to ad-hoc reporting and/or data request in a timely manner.

- The consultant shall be cognizant of the actual need for BART resources and use consultant staff efficiently.
- Support other duties as assigned.

## 2) Project Management Support for Track Interlocking Projects

Scope of services for the Project Management Support include:

- Support the PM in day-to-day project management responsibilities for multi-disciplinary projects in varying stages of planning, design, procurement, or construction.
- Schedule and attend project progress meetings with PM and help in handling day-to-day coordination. Take meeting minutes, prepare action items, and distribute meeting minutes as directed by the PM.
- Coordinate the review of project deliverables. Review for completeness and route the deliverables to BART reviewers and Subject Matter Expert (SME). Collect all the comments from reviewers and SME in Comments Resolution Form (CRF) by the due date and distribute to the deliverables' originators.
- Set-up and maintain project files; perform ongoing document control and file management.
- Assist the PM with the development and ongoing updates of Project Execution Plan (PXP), Project Schedule, Contracting Plan, Risk Management Plan, Quality Reviews etc.
- Assist the PM with measuring project progress using Earned Value Management (EVM), Estimate to Complete (ETC), and the Monthly Project Update (MPU) tools.
- Assist the PM with development of project reports including Construction Measurables, FTA quarterly report, weekly, monthly and quarterly project reports.
- Provide procedural and administrative support to the Track Program Manager.
- Maintain log of track program Construction Measurables and Project Execution Plan and Risk Register status and upcoming due dates. Track and provide updates during bi-weekly Track Program Meeting.
- Perform other tasks as directed by the Project Management Team and/or the District representative.

## 3) Graphic Design Support

Scope of services for the **Graphic Design** include:

- Timely response to ad hoc and urgent requests to develop graphics, charts, and tables for PowerPoint presentations and technical business reports.
  - To ensure timely response for urgent requests to develop graphics, charts, etc. We have a pool of graphic designers that we can tap when urgent needs arise. We will prioritize local resources as we are able to.

**Prime: AECOM**

Subconsultant	Amount	DBE (Y/N)	SBE (Y/N)
Azad Engineering	\$ 413,158	Y	Y

**Total Work Plan Value: \$ 1,014,889**